



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

U.S. Election Assistance Commission

Federal Agency Name: United States Election Assistance Commission

Funding Opportunity Title: Help America Vote Mock Election Program

Announcement Type: Competitive Grant

Funding Opportunity Number: EAC-08-002

CFDA Number: 90.402

Due Date: Applications are due by 4:00 p.m. EDT on Monday, April 7, 2008

I. FUNDING OPPORTUNITY DESCRIPTION

This announcement is covered under the Omnibus Appropriations Act for Fiscal Year (FY) 2008 (Public Law 110-161). Provisions under this bill allow the U.S. Election Assistance Commission to award grants for operating a program of simulated elections for students in secondary education programs. Project funds must be used for tasks and activities which are carried out without partisan bias or without promoting any particular political point of view regarding any issue.

Help America Vote Mock Election Program

Pursuant to the Help America Vote Act of 2002 (HAVA) Section 295, the EAC was authorized to award a non-competitive grant to the National Student and Parent Mock Election (NSPME) to fund a program of simulated national elections that permitted participation by students and parents from each of the 50 States in the United States, its territories, the District of Columbia, and United States schools overseas. This program was funded in FY 2004 and FY 2005.

The 2008 Omnibus Appropriations authorized and funded a competitive grant program to support community involvement in student and parent mock elections. For fiscal year 2008, the EAC is seeking proposals from nonprofit organizations and state government units to operate or supplement a program of simulated elections for students in secondary education around the country under the Help America Vote Mock Election Program (“Mock Election Program”).

The purpose of the Mock Election Program is to:

- Promote voter participation in American elections through voter education activities for students and their parents
- Build community involvement in and awareness of the elections process
- Encourage continued civic engagement and participation by the youth population.

Primarily, funds must be used by eligible grantees to operate or supplement a program of simulated Federal elections at least five days before the actual general Federal election on November 4, 2008, that permits participation by students enrolled in a secondary education program.

Funds may also support other activities including, but not limited to:

- School forums and local cable call-in shows on the national issues to be voted on in an “issues forum”
- Speeches and debates before students and parents by local candidates or stand-ins for such candidates
- Quiz team competitions, mock press conferences and speech writing competitions.

Applicants must explain in detail the procedure for conducting the mock election, the number of anticipated students participating, guidelines that the program employs, internal fiscal controls used, and a statement attesting to the nonpartisanship of the program. Applicants are encouraged to use innovative methods for developing and administering a mock election program.

Applicants should be informed that the EAC will require all grant recipients to submit financial reports as well as a final written narrative report discussing outcomes and/or related qualitative and quantitative data.

II. AWARD INFORMATION

Funding Instrument Type: Grant

Anticipated Total Priority Area Funding: At least \$200,000

Anticipated Number of Awards: 1 - 35

Floor on Individual Award Amounts: \$10,000 per project and budget period

Average Projected Award Amount: \$20,000

Project Periods for Awards: From date of award until December 31, 2008

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

State election offices and nonprofit organizations (including faith-based, community-based, and tribal organizations) are eligible to apply.

Applicants must demonstrate prior experience operating a program of simulated elections aimed at students enrolled in a secondary education program. Preference will be given to applicants who are able to target a larger audience or an underrepresented geographic area. Applicants that can demonstrate that the simulated elections will be conducted using voting systems similar to those in use in the state(s) where the grant recipient is operating will also be evaluated favorably. All programs funded must be nonpartisan in nature.

All applications that are developed jointly by more than one agency or organization must identify only one organization as the lead organization and the official applicant. The other participating organizations can be included as co-participants, sub-grantees or subcontractors. Applications that are developed jointly by more than one agency or organization that fail to identify only one organization as the lead organization and the official applicant will be considered non-responsive and returned without review.

Any nonprofit organization submitting an application must include proof of its nonprofit status in its application at the time of submission. The nonprofit organization can accomplish this by providing any one of the following:

- (a) A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS code.
- (b) A copy of a currently valid IRS tax exemption certificate.
- (c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- (d) A certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status.
- (e) Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

2. Cost Sharing or Matching

None.

IV. APPLICATION, SUBMISSION AND RELATED INFORMATION

1. General Guidelines for Application

- Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished (e.g., identify the hours and dates of the program, locations of facilities to be used, role of staff, and awards, if any, to be presented to outstanding mock election projects), given the description and purpose detailed above regarding the Mock Election Program.
- Identify the results and benefits to be derived. Provide quantitative projections of the accomplishments to be achieved for each function or activity in such terms as the number of secondary students expected to participate and the number of activities accomplished. Describe how the activities your organization undertakes will promote community involvement and youth participation in the elections process.
- Provide evidence of the organization's past experience administering mock election programs and working with secondary education students.
- Present a budget with reasonable project costs, appropriately allocated across component areas, which are sufficient to accomplish the objectives, such as documentation of the dollar amount requested, as well as a description of the fiscal controls and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

2. Content and Form of Application Submission

The Application

Each application package must include an original and two copies of the complete application. All applications should be clearly written and logically presented. Each copy should be stapled securely (front and back if necessary) in the upper left-hand corner. All pages of the project description/narrative must be sequentially numbered, beginning with page one. In order to facilitate handling, please do not use covers, binders or tabs.

You may also view this grant announcement at <http://www.grants.gov>. ***However, you may not submit an electronic application for this grant announcement.*** Rather, the EAC requires that applications for this grant announcement be submitted – not later than April 7, 2008 – in paper format only by mailing or hand delivering a copy of the application to the following address:

Help America Vote Mock Election Program
U.S. Election Assistance Commission
1225 New York Avenue, N.W., Suite 1100
Washington, D.C. 20005

Any organization that wishes to apply for a federal grant must first have a Data Universal Number System (DUNS) Number. A DUNS number is a unique identifier for your organization required by the federal government to track how federal grant money is distributed. These numbers are issued by Dun & Bradstreet. Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or you may request a number online at <http://www.dnb.com>.

Any questions regarding this announcement can be directed to Julie Ruder or Edgardo Cortés at (202) 566-3100 or by e-mail at mockelections@eac.gov.

Federal Assistance Forms

Applicants must provide an Application for Federal Assistance consisting of Office of Management & Budget (OMB) forms SF 424, SF 424A, SF 424A--Page 2 and Certifications/Assurances.

Application Requirements

A complete application consists of the following items:

- Project description/narrative (must not exceed 10 pages)
- Application for Federal Assistance (SF 424, REV 4-92)
 - Budget Information--Non-Construction Programs (SF 424A, REV 4-92)
 - Budget justification for Section B--Budget Categories
 - Assurances--Non-Construction Programs (Standard Form 424B, REV 4-92)
- Statement attesting to the nonpartisanship of the program
- Certification regarding lobbying
- Proof of nonprofit status (if applicable)
- Letter from state board of education (or equivalent) demonstrating a commitment to partnering with organization
- Letter from state and local election officials demonstrating support for conducting the Mock Election Program

Do not include extraneous materials as attachments, such as agency promotion brochures, slides, tapes, film clips, minutes of meetings, survey instruments, or entire articles of incorporation.

The above forms and certifications may be found at http://www07.grants.gov/agencies/approved_standard_forms.jsp.

3. Submission Dates and Times and Procedures

The EAC requires that applications for this grant announcement be submitted – not later than 4:00 p.m. EDT April 7, 2008 – in paper format only by mailing or hand delivering a hard copy of the application, as instructed below. All applications will be evaluated upon receipt and initial screening.

Deadline: The closing time and date for receipt of applications is 4:00 p.m. (EDT) on Monday, April 7, 2008. Mailed or hand carried applications received after 4:00 p.m. EDT on the closing date will be classified as late.

Mailed applications shall be considered as meeting the announced deadline if they are received on or before the deadline time and date at the following address: Help America Vote Mock Election Program, U.S. Election Assistance Commission, 1225 New York Avenue, N. W., Suite 1100, Washington, D.C. 20005. Applicants are responsible for mailing applications well in advance to ensure that the applications are received on or before the deadline time and date.

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 9:00 a.m. and 4:00 p.m., Eastern Daylight Time (EDT).

Late applications: Applications which do not meet the criteria above are considered late applications, absent extreme circumstances to be determined by the Commission. EAC shall notify each late applicant that its application will not be considered in the current competition.

Extension of deadlines: EAC may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mail service. Determinations to extend or waive deadline requirements rest with the U.S. Election Assistance Commission.

4. Intergovernmental Review

State Single Point of Contact (SPOC)

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. As of January 1, 2008, the following jurisdictions have elected to participate in the Executive Order process:

Arkansas, California, Delaware, Florida, Georgia, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, North Dakota, Rhode Island,

South Carolina, Texas, Utah, West Virginia, Wisconsin, District of Columbia, Puerto Rico, American Samoa, Guam, North Mariana Islands, and the Virgin Islands.

Applicants from these jurisdictions should determine the SPOC for that jurisdiction, and contact their SPOC as soon as possible to alert them of the prospective application and receive instructions. Applicants must submit any required material to the SPOC as soon as possible so the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a. Under 45 CFR 100.8(a)(2), a SPOC has up to 60 days from the application deadline to comment on proposed new or competing continuation awards.

Applicants from a jurisdiction that does not participate in the Executive Order process, and which have met the eligibility requirements of this program, are still eligible to apply for a grant even if a state, territory, commonwealth, etc., does not have a SPOC.

A list of the Single Points of Contact for each state and territory can be obtained at <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions

Construction is not an allowable activity or expenditure under this program. Applications that propose construction projects or expenditures will be considered non-responsive and will not be eligible for funding under this announcement.

Indirect costs are not an allowable expenditure under this program. Applications that propose indirect costs or expenditures will be considered non-responsive and will not be eligible for funding under this announcement.

Voter registration and get-out-the-vote (GOTV) efforts are not allowable activities under this program. Applications that propose voter registration or GOTV efforts will be considered non-responsive and will not be eligible for funding under this announcement.

Grant applicants from States should be aware that they are subject to the cost principles outlined in the Office of Management and Budget (OMB) Circular A-87 (found online at http://www.whitehouse.gov/OMB/circulars/a087/a87_2004.html) along with the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (“Common Rule,” Administrative Requirements, 53 FR 8087, March 11, 1988).

Grant applicants from Nonprofit Organizations should be aware that they are subject to the cost principles outlined in the Office of Management and Budget (OMB) Circular A-122 (found online at http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html).

V. APPLICATION REVIEW INFORMATION

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

1. Criteria (Total Possible Points: 100)

Criterion 1: Approach (Maximum 55 Points)

Applicants will be evaluated on their approach to conducting a nonpartisan mock election program based on the extent to which they present a plan that (1) outlines the logistics of the program (i.e. staff and procedures); and (2) that is appropriately aimed at secondary education students and supported by the targeted region.

- (1) Applications will be evaluated based on the extent to which they outline a plan of action pertaining to the scope and detail on how the proposed work will be accomplished for each project including:
 - A detailed outline of the method by which mock elections will be conducted including, but not limited to, any supporting activities such as forums, speeches, debates, student competitions, and mock press conferences. (10 points)
 - A timeframe for conducting the mock election program including identification of factors that might accelerate or decelerate the work definition of the goals and specific measurable objectives for the project. (5 points)
 - A detail of the amount of staff needed for the program and the tasks each staff member will perform. (5 points)
 - A description of any products to be developed and materials to be used during the implementation of the proposed project, such as brochures and promotional materials, newsletters, Internet applications, reports, evaluation results, and a dissemination plan for conveying the information. (2.5 points)
 - An explanation of any unusual features of the project, such as design or technological innovation, reductions in cost or time, or extraordinary social and community involvement. (2.5 points)
 - An outline of what awards, if any, will be presented to outstanding mock election projects and the evaluation criteria for determining such awards. (2.5 points)
 - A demonstration that the program and its objectives are nonpartisan in nature and do not promote a particular point of view. (2.5 points)
- (2) Applications will be evaluated based on the extent to which they present a plan that outlines the use of students in secondary education programs, the geographic

area targeted by the proposed program, and partners with affiliated school and election officials including:

- A demonstration that the applicant understands the characteristics of the secondary education population, and effectively describes the means through which such a population will be reached. (7.5 points)
- A definition of the scope of the mock election project including number of targeted secondary education students and the likelihood of achieving this goal. (5 points)
- A description of the geographic area targeted by the proposed project (applicants who target a widespread area or an underrepresented area in the context of the entire HAVA Mock Election Program will be evaluated favorably). (5 points)
- A statement of the extent to which the proposed program will work with election administrators to ensure that the voting systems utilized during the mock election are similar to the voting systems used by voters in the project's covered area including a letter of support of the Mock Election program from state or regional election officials. (5 points)
- A letter from the state Board of Education (or equivalent) in support of the Mock Election program, and an indication that the secondary education system intends to participate. The letter should state 1) support for the application; and 2) estimated number of secondary education students targeted. (2.5 points)

Criterion 2: Organizational Profile (Maximum 35 Points)

Applications will be evaluated based on the extent to which the applicant organization (or unit within the organization that will have responsibility for the projects) demonstrates a capacity to conduct the proposed project including (1) experience with similar projects; (2) experience with the target population; and (3) qualifications and experience of the organization and its leadership.

(1) Application will be evaluated based on the extent to which they demonstrate past experience with similar mock election projects including:

- Examples of successful past mock election projects with similar procedures and scope (applicants should indicate how the procedures are similar, the number of targeted individuals, and the actual number of participating individuals). (20 points)
- Identification of successful management of a previous grant project. Such success will be measured by having met previous grant objectives within an established timeframe. (5 points)

(2) Applicants will be evaluated based on the extent to which they demonstrate past experience working with students in secondary education programs, including:

- Examples of past projects, including any mock election projects, working with students in secondary education programs (applicants should indicate how many students and of what age were involved in the program). (5 points)

- (3) Application will be evaluated based on the extent to which they demonstrate that the experience of the organization is such that the applicant may effectively and efficiently administer this project including:
- A detail of the background of the project director and key project staff (for example, this can include providing brief resumes of key project staff) (2.5 points)
 - Any past community, education, or election partnerships used by the agency to further project goals (2.5 points)

Criterion 3: Budget and Budget Justification (Maximum 10 Points)

Applications will be evaluated based on the extent to which the applicant presents (1) a budget with reasonable project costs, appropriately allocated across component areas, and sufficient to accomplish the objectives; and (2) demonstrates an understanding of accounting procedures necessary for Federal grant receipt.

Note: All necessary salary information must appear on the signed original application for the EAC. Applicants, however, have the option of omitting the Social Security Numbers and specific salary rates of the proposed project personnel from the two copies submitted with the original applications to EAC. For purposes of the outside review process, applicants may elect to summarize salary information on the copies of their application.

- (1) Applications will be evaluated based on the extent to which they discuss and justify the costs of the proposed project as being reasonable and programmatically justified in view of the activities to be conducted and the anticipated results and benefits including:
- A line item allocation for all proposed costs (salaries, materials, transportation, etc). (5 points)
 - A narrative budget justification that describes how the categorical costs are derived and a discussion of the reasonableness and appropriateness of the proposed costs. (2.5 points)
- (2) Applicants will be evaluated based on the extent to which they detail the procedures used to ensure successful management of Federal grant funds including:
- A description of the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement, and accurate accounting of funds received under this program announcement (2.5 points).

2. Review and Selection Process

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding. Applications which pass the initial EAC screening will be evaluated and rated by an independent review panel on the basis of the specific evaluation criteria. The

results of these reviews will assist the EAC in considering competing applications. The scores determined by the Independent Review Panel will weigh heavily in funding decisions made by the EAC, but will not be the only factors considered. The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success. Points are awarded only to applications which are responsive to the evaluation criteria within the context of this program announcement.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

The successful applicant(s) will receive a grant agreement award document from the authorized EAC official. Three copies of the agreement will be sent via surface mail. The recipient should have an authorized official at the organization sign and return two copies of the agreement to the address listed in the award document. The agreement will also include the standard terms and conditions, general terms and conditions (if any) and special award conditions (if any) that are applicable.

Organizations whose applications will not be funded will be notified in writing by the EAC.

2. Administrative and National Policy Requirements

The EAC has not promulgated any such requirements at this time. It is expected that general administrative and national policy requirements will be followed, and the EAC will seek guidance on these requirements from other Federal agencies, such as the U.S. Department of Health and Human Services.

3. Reporting

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| Narrative Reports: | Due 30 days after the close of the grant period. Format for the narrative report will be sent to all grantees after the grants are awarded. |
| Financial Reports: | A SF 269 must be submitted on August 30, 2008, for the period ending July 30, 2008, and 30 days after the close of the grant period. |
| Other Reports: | To obtain grant funds, grantees will be required to submit SF 270, Request for Advance or Reimbursement. |

The required standard forms 269 and 270 are located at:
www.whitehouse.gov/omb/grants/grants_forms.html.

VII. AGENCY CONTACTS

Julie Ruder or Edgardo Cortés
U. S. Election Assistance Commission
1225 New York Avenue, N.W.
Suite 1100
Washington, DC 20005
Phone: (202) 566-3100
Fax (202) 566-3127
E-mail: mockelections@eac.gov.

VIII. OTHER INFORMATION

Additional information about the U.S. Election Assistance Commission and its purpose can be found at www.eac.gov.

Dated: March 3, 2008
Thomas Wilkey
Executive Director
United States Election Assistance Commission